King County
2009 Emergency Budget Furlough

Payroll Processing Guide

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Payroll Bulletin

December 12, 2008

The first furlough day of 2009, January 2, is rapidly approaching. In order to meet the payroll deadlines, central Payroll Operations has made some adjustments to the processing schedules and/or the processes for both the PeopleSoft and MSA payrolls.

MSA Payroll

Typically, the January 5 payroll would be available for pick up on January 2 after 2:30 p.m. However, due to the scheduled furlough day, the following will happen:

- Central Payroll Operations will have only the pay *warrants* ready for pick up on Wednesday, December 31 after 2:00 p.m. To the extent possible, please do not distribute the warrants to employees until payday (January 5). For those employees on early shifts you may distribute the warrants earlier, but ask the employees to not cash the warrants until January 5. As always, please keep the warrants in a secure location until they are distributed to the employees.

- No pay warrants will be sent through interoffice mail. If you do not pick the warrants up on Wednesday, December 31, you may pick them up on Monday with the pay advices.

- Central Payroll Operations will open at 7:00 a.m. on Monday, January 5 for you to pick up the pay advices to distribute to your employees.

PeopleSoft Payroll

Typically, the January 8 payroll would be processed on January 2. Since we are closed that day, the following adjustments in the processing schedule are necessary:

- The HR input deadline is Friday, December 26 instead of Monday, December 29.

- The Time and Labor deadline is Tuesday, December 30 instead of Wednesday, December 31. All Time data must be received by December 30

- It is vital to meet these adjusted deadlines in order for the January 8 payroll to be timely and correct.

- Due to the shortened work week, there isn't any room in the schedule for exceptions.

This is a good opportunity to remind your employees who receive pay warrants to sign up for direct deposit. With direct deposit they can then be confident that their pay will be deposited in their bank account on pay day.

Furlough Payroll Processing

MSA/POL

1. Furlough Day Taken
MSA Hours Type Code **YF** (FURUPDACC) will be used to identify a furlough day that has been taken.

Hours coded YF will be used in calculating accruals.

POL Hours Type Code **FUA** (FURUPDACC) will be used to identify a furlough day that has been taken. It will map from POL to the YF code in MSA. FUA in POL will not dock pay. The reduction of earnings will happen in MSA.

If a furlough eligible employee works on a scheduled furlough day, the hours should be recorded in POL as regular hours.

2. Employee's Worked Extra Hours During a Furlough Week
MSA DOE **YE** (FUREXTRHRS) will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day.

POL DOE code **YE** will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day. This will transfer from POL to MSA as an R1 transaction to add those hrs to an employee's pay on the week they are being treated hourly.

3. Intent to Retire
POL will have a table provided by Labor Relations of all furlough ineligible employees for each current pay period.

This table will include the Retirement Declared and Wage Rate exceptions.

Each agency will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

4. Pre-populated Furlough Hours
The POL system will pre-populate a furlough hours entry line on the 10 furlough days noted below unless the agency has specifically asked to be excluded from the program being built to manage this.

The Hours Type Code established for furlough hours unpaid and eligible for accruals is **FUA.**

- Friday, January 2, 2009
- Friday, February 13, 2009
- Friday, April 10, 2009
- Friday, May 22, 2009
- Friday, June 19, 2009
- Monday, July 6, 2009
- Friday, September 4, 2009
- Monday, October 12, 2009
- Wednesday, November 25, 2009
- Thursday, December 24, 2009

MSA/POL *continued . . .*

4. Pre-populated Furlough Hours *continued*
The pre-population of hours will be set up based on the following:

- Agencies that currently have daily activity populated based on the schedule code in POL – the furlough hours will populate based on the schedule code for only paycode 5 employees. When the schedule code identifies the furlough day is a scheduled day off, no line of entry will be posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours listed in MSA.

- Agencies that do no have daily activity populated based on the schedule code in POL – the furlough hours will populate based on the schedule code for only paycode 5 employees. When the schedule code identifies the furlough day is a scheduled day off, no line of entry will be posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours listed in MSA.

- No populated entry will be done for pay code 1 employees or employees appearing on the master list of ineligible employees. A line of furlough entry will be populated for the Declared Retirees and those employees falling in the special Wage Rate category.

Agencies with employees approved for alternate furlough days must either delete the pre-populated furlough hours or amend the pre-populated date.

Furlough reporting should be done in POL using the Daily Time Entry option A, or the Detail Time to Date option 3 from the main menu. This entry can be made at both the POLS and POLM level and can be changed as any other exception entry such as sick or vacation.

Special Note: *Your agency's screen may appear different than the example based on your individual agency needs.*

```
A <OPTION END OF RECORDS                               12/16/08 10:51:54.2
PL016M08                     JUDICIAL ADMIN                  TERMINAL ID: FIA9
     JOHN                    CURRENT DETAIL TIME TO DATE   OVERTIME   SITE NONE
NAME: DOE                              EID: 0000123456
EMP STATUS:        BAL SL:   69.62      VA: 93.62     COMP/EXEC:

             DATE        HRTYPE OT   HOURS   ORG   CLASS  SITE TASK OPT PROJCT AU ERRORS
             01 02 2009   FUA    _   8.00__  1566  8403   ____ ___ __ _____ _ ~~~~~
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _
             __ __ ____   ____   _   ____    ____  ____   ____ ___ __ _____ _

     NEXT NAME: _____   EID: _____      STARTING DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP  SCROL UNDO  NX EM TOGLE MORE  CURR  FUTUR PRIOR UPDT  MENU
```

Furlough Date → 01 02 2009

MSA/POL *continued . . .*

4. Pre-populated Furlough Hours *continued*
Additional hours should be reported using the code YE on the Lump Sum screen option 6 from the main menu. The entry should appear as shown in the screen shot below.

Special Note: When entering YE, the number of additional hours must be entered. The system will automatically pick up the employee's straight time rate from the MSA master file. If the employee is due those hours at an overtime rate of pay, the Agency will need to calculate the overtime rate and post it in the rate field.

Each agency has the option to post a reason in the MEMO field. This is not required.

```
  PL017P01                      JUDICIAL ADMIN                           12/16/08
                          EMPLOYEE LUMP SUM PAYMENTS

   NAME:DOE JOHN                    EMP STATUS:          EID:    12345 SITE: NONE
  ENTERED  DOE   HRS   RATE    DOLLAR AMT DESCRIPTION         ORG   TASK PROJ#


  ---------------------------------------- ------ OPTIONAL ARMS OVERRIDE ------
  NEW DOE HRS     RATE     DOLLAR AMT        ORG   ACCT   TASK OPT PROJ#  CLS  SEQ
     YE  4.50___  20.2525__ _____         ____ _____ ____ ___ _____ ____ ____
        NO LUMP SUM RECORDS FOUND
   2 <OPTION
      NEXT EID: _____ NEXT NAME: _____


  MEMO: _____
        _____
        _____
        _____




  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  UPDT  DELE  NEXT                 TIME  MORE  HIST        MENU
```

January 2009 Payroll Processing Calendar

MSA

SU	M	T	W	TH	F	SA
21	22	23	24	H 25	26	27
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	22	23	24
25	26	27	28	29	30	31

H	Holiday		**F**	Furlough Date
	Semi-Monthly Payday			No MSA/POL Data Entry
	POL Cutoff Date 5 p.m.			ACH Report/Delivery
	Payroll Cycle			

IMPORTANT NOTES

- Payroll Operations will be closed Jan. 2 for the scheduled furlough day.

- *Only* pay warrants will be ready on Wednesday, Dec. 31 to be picked up after 2 p.m. from Payroll Operations for distribution to employees by departments and agencies. To the extent possible, please do not distribute warrants to employees until payday. Caution employees to not cash any warrant prior to Jan. 5.

2009 Semi-Monthly Payroll Calendar

JANUARY
December, 2008

S	M	T	W	T	F	S
21	22	23	24	H25	26	27
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	F13	14
15	H16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	F10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	F22	23
24	H25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	F19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	H3	4
5	F 6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	F 4	5
6	H7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	F12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H11	12	13	14
15	16	17	18	19	20	21
22	23	24	F25	H26	H27	28
29	30					

DECEMBER
January, 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	F24	H25	26
27	28	29	30	31	H1	2
3	4	5	6	7	8	9

H — Holiday

Gray — No MSA or POL data entry

Green (MSA) — Semi-Monthly Payroll Paydays * Pay Warrants & Advices distributed

Red — POL Cutoff Day * POL entry must be completed by 5 p.m. * Last day to validate HR data input * No MSA data entry * Retro Retirement Calc spreadsheets due to Benefits and Retirement Operations (BROS) by close of business (COB)

Orange — Payroll Cycle * No MSA or POL data entry

Yellow — ACH/Report delivery * No MSA data entry

White — MSA and POL data entry all white days * Contact Production Support in advance to request mainframe access for Sat/Sun entry

F — Furlough Days: 1/2, 2/13, 4/10, 5/22, 6/19, 7/6, 9/4, 10/12, 11/25, 12/24

Furlough Payroll Processing

PeopleSoft

1. Furlough Day Taken

PeopleSoft TRC (Time Reporting Code) **462** will be used in Time and Labor to identify a Furlough Day that has been taken.

- Non-exempt employees (positive time reporters) and FLSA Exempt employees (positive and exception time reporters) who enter time in **Self Service > My Time Reporting > Timesheet** will use TRC **462** on the Furlough Day.

- Employees who enter their time on a paper timesheet will use **TRC code 462** for the **Furlough Day Taken.**

PeopleSoft *continued . . .*

1. Furlough Day Taken *continued*

- Timekeepers who enter the employees' time in Rapid Time will use **TRC Code 462** for the **Furlough Day Taken** and the appropriate TRC code(s) for the Furlough Day Worked (for example: TRC 005 Regular Earnings)

Report Rapid Time

Rapid Session Information

Session Number:	9999999999	*Description:	
Template Type:	Elapsed	*Rapid Time Template:	KCELAPSED
Session Status:	Not Submit	Add/Replace:	Replace

Rapid Detail Information

Select	*EmplID	Empl Rcd Nbr	Name	*Date	TRC	Quantity	Override Rate	Business Unit	Job Code	Cost Center	Subp
☐	000060681	0	Bruce Yeatts	01/02/2009	462	8.0				6842	

Rows to Add: 1   ☑ Copy Down Values from Last Row   ☐ Increment Date   Add Row(s)

☑ Select All   ☐ Clear All   Delete Selected Row(s)   Sum Hours for Employee   _____

2. Exempt Employee Worked Furlough Day
The appropriate TRC code(s) are used to code the actual hours worked on a Furlough Day and additional hours worked during the Furlough week (for example: TRC 005 Regular Earnings, 010 Overtime).

3. Intent to Retire
PeopleSoft will have a table containing all furlough ineligible employees for each current pay period as identified by Labor Relations. This table will include the Retirement Declared and Wage Rate exceptions.

Each timekeeper will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

January 2009 Payroll Processing Calendar

PeopleSoft

SU	M	T	W	TH	F	SA
21	22	23	PEOPLE Soft 24	H 25	26	27
28	29	30	31	H 1	F 2	3
4	5	6	7	PEOPLE Soft 8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	PEOPLE Soft 22	23	24
25	26	27	28	29	30	

H Holiday			HR Input Deadline
ACH Payroll Funding			Payroll Confirm/Processing
Bi-Weekly Payday			**F** Furlough Date
Timekeeper and BROS Deadline			
Pay Period End Date			

IMPORTANT NOTES

- Payroll Operations is closed on Friday, Jan. 2 for the scheduled furlough day.
- The HR input deadline is Friday, Dec. 26 instead of Monday, Dec. 2.
- Please note that the Timekeeper and BROS deadline is Tuesday, Dec. 30 instead of Wednesday, Dec. 31. and all Time Data must be received by Dec. 30.
- Payroll will be processed over the weekend and therefore all adjustments must be received by the end of the day on Dec. 31.

2009 Bi-Weekly Payroll Calendar

JANUARY
December, 2008

S	M	T	W	T	F	S
21	22	23	24	H25	26	27
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	F13	14
15	H16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	F10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	F22	23
24	H25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	F19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	H 3	4
5	F 6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	F 4	5
6	H 7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	F12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H11	12	13	14
15	16	17	18	19	20	21
22	23	24	F25	H26	H27	28
29	30					

DECEMBER
January, 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	F24	H25	26
27	28	29	30	31	H1	2
3	4	5	6	7	8	9

Legend

- **H** — Holiday
- ACH Payroll Funding
- Bi-Weekly Payroll Payday - Pay Warrants & Advices distributed
- Timekeeping Deadline
- Pay Period End Date Bi-Weekly: Every other Friday
- HR Input Deadline
- Payroll Confirm/Processing
- **F** — Furlough Days: 1/2, 2/13, 4/10, 5/22, 6/19, 7/6, 9/4, 10/12, 11/25, 12/24
- Bi-Weekly Payroll Payday & HR Input Deadline